

RENEWAL PROCEDURES

(The Renew Certification button will not appear until 90 days prior to your expiration date.)

- Go to www.eprocure.dgs.ca.gov
- CLICK the second blue bar, Access eProcurement (eP)
- LOGIN using your BidSync User Name and Password (If you do not remember your user name or password, call Bidsync at 1-800-990-9339 and have them reset it for you.)
- CLICK My Account located in the blue bar at the top of the page. *(You should be on the Account Profile Setup page.)*
- CLICK The State of California [Agency Profile Registration] *(You should be on the State of California Supplier Profile page.)*
- CLICK Register Your Business [Certifications] even though you are already registered; it is the same path. *(You should be on the California Profile page.)*
- On the left hand side of the big blue gray box, under Edit Options, CLICK “Renew Certifications” (or “Certify With Current Profile” if your certification has expired).

Now you are in the renewal application. Go from page to page and update the information as needed. Once you get to the eligibility questions, remember to select that you **are** independently owned and operated if no other business or entity owns your business. (You are not a subsidiary.) You are only a dominate business if your firm owns the largest share of the market for what you do in the State of California.

Contact the Office of Small Business and Disabled Veteran Business Enterprise (OSDS) at 916-375-4940 if you have any questions.